

DALLAS COUNTY BOARD OF HEALTH

210 N 10th St., Adel, Iowa 50003

Dallas County Health Department • 25747 N Ave, Ste C, Adel, IA 50003: (515) 993-3750

DATE OF MEETING: MAY 28, 2019

TIME OF MEETING: 7:00pm

PLACE OF MEETING: Board Room, 902 Court St., Adel, IA 50003

- ITEM 1.** The Dallas County Board of Health met in regular session on Tuesday, May 28th, 2019. Chairman Kim Chapman called the meeting to order at 7:00pm. Present were board members Kim Chapman, Monty Button, Ashley Sunderman, Dr. Josh Kindt, and Samantha Uhlenhake. Present from staff were Suzanne Hegarty, Ted Trewin, and Amy Short. Guests present included Beth Deardorff, Dallas County Human Resources Director.
- ITEM 2.** Dr. Kindt moved to approve the agenda. Button seconded the motion. **All ayes, motion carried.**
- ITEM 3.** Button moved to approve the consent agenda. Dr. Kindt seconded the motion. **All ayes, motion carried.**
- ITEM 4.** The county's new Human Resources Director, Beth Deardorff, was in attendance and introduced herself to the board.
- ITEM 5.** Uhlenhake moved to approve the minutes from the April 23rd meeting and the May 13th meeting. The motion was seconded by Sunderman. **All ayes, motion carried.**
- ITEM 6.** There was discussion regarding a Story County septic contractor that had appealed his denial of licensure. Under the current Chapter 34 requirements he isn't allowed licensure in Dallas County without Board approval. Trewin had contacted Story County's Environmental Director regarding the installer and recommended approval to the board. Button moved to approve licensure for the contractor, Uhlenhake seconded. **All ayes, motion carried.**
- ITEM 7.** Deardorff informed the board that the Board of Supervisors had approved a 2.2% COLA increase for all county employees for the year. She also discussed the current compensation plan the county uses and how it affects employees.
- a. Hegarty went on to add how the compensation plan negatively impacted two employees that had had changes in titles and pay grades, leaving them with no chance for a merit increase even though they were performing well.
 - i. Dr. Kindt moved to approve a 2% merit increase for Rhonda Shoafstall, Public Health Nurse, Uhlenhake seconded. **Ayes: Kindt, Uhlenhake, Chapman, Sunderman; Nay: Button. Motion Carried.**
 - ii. Dr. Kindt moved to approve a 2% merit increase for Ted Trewin, Environmental Health Administrator, Uhlenhake seconded. **Ayes: Kindt, Uhlenhake, Chapman, Sunderman; Nay: Button. Motion Carried.**

- b. The board moved to postpone the rest of the payroll increases to later in the meeting.

ITEM 8. Hegarty requested approval to sign on the board's behalf for the FY20 contracts of the Local Public Health Services grant, Immunization grant, and Pick a Better Snack grant. Dr. Kindt moved to approve the signing of the contracts, Sunderman seconded. **All ayes, motion carried.**

ITEM 9. Short discussed the Early Childhood Education Learning Collaborative that had recently come about with the Iowa Department of Public Health and Everystep. The state health department received short notice of the funding and thought Dallas County would be an excellent place to pilot this project. After a brief explanation of the opportunity, Hegarty communicated that she would need approval to apply for the grant and sign the contract on behalf of the board, as it needed returned to the state prior to the next board meeting. Button moved to approve the application and signing of the contract, Sunderman seconded. **All ayes, motion carried.**

ITEM 10. Trewin discussed a septic violation that was discovered in Perry. Currently there are no penalties imposed on installers that violate Dallas County's Chapter 34 regulations. Button motioned to table the discussion on Chapter 34 until the County Attorney is able to be involved. The motion was seconded by Dr. Kindt. **All ayes, motion carried.**

ITEM 11. There was no discussion regarding the policies and procedures that had been updated for the department.

- a. Sunderman moved to approve the Active Tuberculosis Control Program policy as written, Dr. Kindt seconded. **All ayes, motion carried.**
- b. Dr. Kindt moved to approve the Program Planning policy as written, Sunderman seconded. **All ayes, motion carried.**
- c. Dr. Kindt moved to approve the Facilitating Communication policy as written, Sunderman seconded. **All ayes, motion carried.**

ITEM 12. Hegarty informed the board that the announcement Grants to County program application came out a few days earlier. It will close on June 14th, which is prior to the next board meeting. She will be completing the application and will bring it before the board next month to discuss.

Trewin announced the Pool/Tanning/Tattoo contract with the Iowa Department of Public Health will be changing, as there is no longer funding for the tanning inspections.

ITEM 13. Dr. Kindt moved to go into closed session at 8:21pm, pursuant to Iowa Code (21.5i) – Annual Performance Evaluation of Suzanne Hegarty, Director: Dallas County Health Department. Button seconded the motion. A roll call vote was taken:

<u>Aye</u>	<u>Nay</u>
Uhlenhake	
Kindt	
Chapman	
Button	
Sunderman	

The motion carried and the board went into closed session.

Button moved to come out of closed session at 8:35pm. The motion was seconded by Sunderman and a roll call vote was taken:

<u>Aye</u>	<u>Nay</u>
Uhlenhake	
Kindt	
Chapman	
Button	
Sunderman	

The motion carried and the board resumed regular session.

ITEM 7.b: Discussion was held regarding Hegarty's payroll increase for FY2020. Dr. Kindt moved to give Hegarty the 2.2% COLA increase plus a 3% Merit increase for a total increase of 5.2%. Sunderman seconded the motion. **Ayes: Uhlenhake, Kindt, Sunderman, Chapman; Nay: Button. Motion Carried.**

Discussion was held regarding the other staff member's payroll increases. Sunderman moved to give the 2.2% COLA increase to all staff plus: a 2.5% merit increase to those eligible, a 2% merit increase to Chihak per her eligibility as reflected in the Dallas County Pay Plan, and the previously discussed & passed exceptions of a 2% merit increase to Shoafstall & Trewin. Uhlenhake seconded the motion. **Ayes: Uhlenhake, Kindt, Sunderman, Chapman; Nay: Button. Motion Carried.**

ITEM 14. Sunderman moved to adjourn the meeting at 9:07pm. Button seconded the motion. **All ayes, the meeting was adjourned.**